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Bulletin Number	37323BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Treasurer and Tax Collector
Position Title	SENIOR DEPUTY PUBLIC CONSERVATOR/ADMINISTRATOR
Exam Number	B1483G
Filing Type	Standard
Filing Start Date	09-Jun-2014
Filing End Date	30-Jun-2014
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	4046.36
Salary Maximum	5307.00
Special Salary Information	The County of Los Angeles provides employees who work in the Civic Center a \$70/month transportation allowance that may be used towards alternate modes of mitigation and/or parking. In addition, the mitigation Commuter Center provides schedules for bus and rail transportation as well as information on joining carpools or vanpools.
Benefits Information	Represented Employees • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	Performs the more difficult and sensitive investigations and administration of conservatorships and guardianships, or the estates of decedents, conservatees, and wards, that are referred to and fall within the jurisdiction of the Public Administrator or the Public Guardian.
Essential Job Functions	<ul style="list-style-type: none"> • Conducts the more difficult and sensitive investigations of Public Administrator referrals or administers the larger and more complex estates of deceased persons. • Arranges for the protection and the operation of businesses included in the assets of estates. • Provides technical guidance and consultation in investigation activities, estate administration, or real property management; may review estates, make assignments, and provide lead supervision to individual Deputy Public Conservator/Administrators. • Provides technical expertise to County Counsel on matters pertaining to Public Administrator operations and local real estate practices for the auction and court confirmation of real property sales. • Participates in the orientation and training of new Deputy Public Conservator/Administrators. • Testifies in court regarding the probate of wills, sales, accounts, issues related to real property, and other matters relative to estate administration; represents the estate in Small Claims Court. • Recommends legal action, sale of assets, or other financial transactions that would result in benefits to decedent estates, or

the County.

- Confers with conservatees and wards, their relatives, attorneys, heirs-at-law, creditors or other interested person regarding the estates of deceased persons or conservatorships.
- Participates in and conducts in-service training programs and staff development activities.
- Monitors and directs the work of contracted vendors in the provision of services to decedent estates and conservatorships.
- Assigns, reviews, and evaluates the work of staff; advises subordinates on problem cases; and provides guidance in estate administration and investigation.
- Researches complex issues pertaining to questions of property ownership.
- Performs liaison duties with escrow and insurance companies, auctioneers, buyers, and attorneys.
- Processes out-of-state and out-of-country property transactions.
- Reviews problem cases and provides guidance in estate administration and investigation.
- Searches, locates, and arranges for the safekeeping of real and personal property and records of decedents.
- Prepares larger and more complex real property for disposition by conducting research on real property and related assets and liabilities.
- Manages larger and more complex rented properties by preparing and placing advertisements in local newspapers, reviewing rental applications, verifying prospective tenants' employment and credit data, interviewing and selecting tenants, collecting rent, inspecting properties, and contracting for repairs and maintenance.
- Dispositions assets by conducting extensive research to locate heirs to determine heirship and conferring with attorneys, heirs, claimants and others on the status of estates, priority of decedent claims, estimated costs of liquidation, and taxes.
- Makes funeral arrangements according to burial instructions, provisions of the will, or departmental and court policy; notifies relatives and other interested parties.
- Confers with other divisions, departments, and government agencies regarding special problems encountered and furnishes information.
- Maintains records and statistics; updates case files; and prepares letters, reports, and other forms of memoranda entering and retrieving information via the Client and Asset Management System (CAMS) or using word processing software in connection with the investigation and administration of conservatorships, guardianships, or decedents estates.
- Reviews the legitimacy of claims against decedent estates by checking for missing or incomplete information.
- Facilitates auction process by initiating request for issuance of legal notices, attending auction, and recording sales data.

Requirements

MINIMUM REQUIREMENTS: One year of experience in conservatorship, guardianship, or estate administration or investigation at the level of Los Angeles County's class of Deputy Public Conservator/Administrator II.*

The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or

	squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	*Experience at the level of Los Angeles County's class of Deputy Public Conservator/Administrator II is gained in the service of Los Angeles County by, under general supervision, investigating and administering conservatorships and guardianships, or the estates of decedents, conservatees and wards, that are referred to and fall within the jurisdiction of the Public Administrator or Public Guardian.
Examination Content	<p>This examination will consist of two (2) parts:</p> <p><u>Part I (75%):</u> A paper and pencil and computerized written test that consists of both broad-based and work styles assessment testing sections. The written test will consist of three (3) sections.</p> <p>Section I: Work Styles Assessment (WSA) test, which will assess achievement orientation, conscientiousness, customer focus, customer service potential, dependability, and retention.</p> <p>Section II: A Broad-Based Employment Skills Test (B-BEST), which will assess written expression, reading comprehension, data analysis, and decision making.</p> <p>Section III: Job Knowledge Written Test, which will assess laws, codes, regulations, and policies pertaining to decedent probate administration; principles and practices of estate management; principles and practices of interviewing and document research; principles and techniques of case management; real property management; and evaluating and identifying assets.</p> <p>Candidates must achieve a minimum passing score of 70% on Part I in order to advance to Part II of the examination.</p> <p>Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test scores for the identical test part(s) automatically transferred to this examination.</p> <p>This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and you may not be allowed to re-take any identical test parts for at least 12 months.</p> <p>WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.</p> <p><u>Part II (25%):</u> A structured Interview to measure the following dimensions and knowledge, skills, and abilities: knowledge of laws, codes, regulations, and policies pertaining to decedent probate administration; knowledge of principles and practices of estate management; interpersonal skill; planning and coordination; adaptability/flexibility; time management; and oral communication.</p> <p>Candidates must achieve a minimum passing score of 70% or higher in the interview in order to be placed on the eligible list.</p>
Special	BACKGROUND INFORMATION: Successful applicants will be required

Information	to complete a thorough background investigation, including a Livescan fingerprint search, prior to appointment. Examples of disqualifying factors are any felony convictions or conviction of a misdemeanor involving moral turpitude and job-related misdemeanor convictions.
Vacancy Information	The resulting eligible list for this examination will be used to fill vacancies in the Public Administrator Division of the Department of Treasurer and Tax Collector, located at 320 West Temple Street, Los Angeles, CA 90012.
Eligibility Information	The names of the candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of 6 months following the date of promulgation.
Available Shift	Any
Job Opportunity Information	<p>Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name on the employment application.</p> <p>Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the minimum requirements/selection requirements only.</p> <p>Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.</p>
County of Los Angeles Information	<p>View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:</p> <p><u>COUNTY OF LOS ANGELES BULLETIN INFORMATION</u></p> <p>OR</p> <p>Visit http://hr.lacounty.gov to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under "Some helpful links" section.</p> <p>Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.</p>
Application and Filing Information	<p><u>Online Filing Only:</u></p> <p>Applications must be filed online only. Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications. Applications will not be accepted by mail, fax, or in person. Candidates must upload any supporting documents such as degrees, transcripts, and certificates, during the application submission process.</p>

All information is subject to verification. We may reject your application at any time during the examination process.

The acceptance of your application depends on whether you clearly show that you meet the Minimum Requirements. Please fill out the application completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, and dates completed. For each job held, give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, description of work performed, your role, level of involvement, independence, size of organization, complexity, and level of accountability surrounding your experience, and salary earned. **Failure to provide the complete information may impact assessment of your qualifications and acceptance into the examination process.**

Applicants must submit their applications and all supporting documents by 5:00 PM, PST, on the last day of filing. **Applications electronically received after 5:00 p.m. (PST) on the last date of filing will not be accepted.**

Note: If you are unable to attach required documents, you may fax them to (213) 217-4931 or email them to ttchr@ttc.lacounty.gov, by the end of the filing period. Please include your name, exam number, and title. Documents submitted after the end of the filing period will not be considered as part of your application submission.

Social Security Number: All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e., 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

Computer and internet access at Public Libraries:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at local public libraries throughout Los Angeles County.

No sharing of user ID and password: All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's official application record.

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